NUTRITION SERVICES DIVISION
MANAGEMENT BULLETIN

No. 01-204

TO:	Public and Private Center Agencies Participating in the Child and Adult Care Food Program	**ISSUE DATE:** March 2001
ATTENTION:	Agency Directors	
SUBJECT:	Basic Requirements for CACFP Participation by Center Sponsors	

This Management Bulletin reiterates three basic requirements for center sponsors of the Child and Adult Care Food Program (CACFP).

First, CACFP sponsors must monitor program operations in their centers at least three times each program year, with no more than six months between monitoring visits.

- For child care centers, we have enclosed pages 200.2 and 200.3, **Monitoring Visits,** from the CACFP Child Care Center Administrative Manual, with a prototype Site Monitoring Report for your use.
- For adult day care centers, we have enclosed a booklet entitled "2000-2001 New Fiscal Year, Adult Day Care Food Program Component of the CACFP."

Second, CACFP sponsors must provide annual training that at minimum meets federal program requirements for their staff at all of their sponsored centers.

- For child care centers, we have enclosed pages 200.3 and 200.4, **Annual Training**, from the CACFP Child Care Center Administrative Manual, with a prototype Training Report for your use.
- For adult day care centers, we ask that you again refer to the enclosed booklet.

Third, all sponsors must operate a nonprofit food service. That is, sponsors must use program reimbursement to either conduct food service operations or improve food service for the benefit of enrolled participants (7 CFR 226.15 (e) (12). Additional guidance on this topic is being developed and will be provided to you soon.

If you have any questions, please contact your Nutrition Services Division Representative directly, or contact John Copley, Program Analyst, Nutrition Program Management Unit, at (916) 323-6631, (800) 952-5609, or jcopley@cde.ca.gov.

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